

APPENDIX “G”

SCHEDULE OF SECURITY DEPOSITS

Highrise Units

All highrise units regardless of size				
\$150.00				

Rowhouse Units

One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom	
\$150.00	\$150.00	\$200.00	\$250.00	

Scattered Site Units

Two Bedroom	Three Bedroom	Four Bedroom	Five Bedroom	Six Bedroom
\$300.00	\$350.00	\$400.00	\$400.00	\$400.00

APPENDIX “H”

APPLICANT CRIMINAL HISTORY SCREENING CRITERIA

These guidelines assist MPHA in determining whether an applicant should be admitted or denied housing assistance due to their criminal history. There is no presumption that an applicant with a criminal conviction should be denied assistance. Rather, MPHA will, in compliance with federal regulations 24 C.F.R. § 960.203(d), give each applicant consideration “to the time, nature, and extent of the applicant’s conduct, including the seriousness of the offense.” In addition, MPHA will give consideration to mitigating factors, if any, and factors which might indicate a reasonable probability of favorable future conduct.

There are two steps to the screening process, (1) identification of applicants with one or more criminal convictions that require MPHA to conduct a further review of the applicant’s eligibility; and (2) case specific further review that takes into account individualized circumstances and the potential impact on the safety of residents and MPHA staff.

(1) Identification of Applicants Requiring Further Review – Criminal History Screening Grid

The screening criteria grid assists MPHA in determining eligibility of applicants with criminal histories. The grid considers the nature, recency and severity of crimes committed for purposes of determining eligibility. Notwithstanding these guidelines, MPHA will comply with federal laws and regulations, and state law in its screening processes.

Applicants with convictions not listed in the Criminal History Screening Grid are admissible for purposes of criminal background screening, except that MPHA may consider similar crimes (i.e., similarity of underlying elements of the crime) to those on the grid from other jurisdictions. In addition, this grid does not limit or otherwise impact other MPHA screening criteria that considers past, present, and/or likely future behavioral, financial and personal conduct.

Regardless of the timeframes in the screening grid, MPHA may deny an application based upon a pattern or practice of misconduct, if such pattern or practice indicates a demonstrable risk to resident or staff safety or persons or property.

Categories of Crimes and Look-back Periods for Use in Determining Eligibility

The look-back periods in the Criminal History Screening Grid apply from the date of the conviction or date of release from detention or incarceration, whichever is more recent, to the date that MPHA processes the application ("date of screening"). The grid applies to convictions. Conviction is defined as a final judgment in a criminal matter; including but not limited to a finding of guilty by judge or jury, a plea of guilty, an Alford plea, Norgaard plea, nolo contendere; regardless of an admission of guilt. A stay of adjudication or a continuance for dismissal is not considered a final judgment under this Part. Attempts and conspiracies to commit a crime will be treated the same as the primary crime. For example, a conviction of attempted murder will be treated the same as murder, and sent for further review. If there is doubt as to the application of the grid to an applicant's criminal history, the file will be sent for further review.

Criminal History Screening Criteria Grid

Type	#	Crime Category	Subcategory	Look-back period triggering further review
Crimes Against Persons	1	Assault	1 st and 2 nd degree 3 rd degree 4 th and 5 th degree, GM and Felony level only	Within 5 years of conviction or 1 year of release from date of screening Within 3 years of conviction or 1 year of release from date of screening Within 2 years of conviction
	2	Domestic Violence	Misdemeanor	Within 1 year of conviction or 1 year of release from date of screening

		Other DV crimes (GM, felony or DV w/ firearm)	All	Further Review
	3	Use of firearm against a person	All	Further Review
	4	Armed Robbery offenses (aggravated)	All	Further Review
	5	Robbery offenses, no weapon involved (simple)	All	Within 3 years of conviction or 1 year of release from date of screening
	6	Murder	All	Further Review
	7	Manslaughter	All	Further Review
	8	Kidnapping and Abduction	All	Further Review
	9	Criminal Sexual Conduct	All	Further Review
	10	Promoting, soliciting, prostitution; Indecent Exposure	Felony only; and indecent exposure GM and misdemeanor	Within 3 years of conviction or 1 year of release from date of screening
	11	Lifetime Registered Sex Offender		BANNED FOR LIFE
	12	Stalking	All	Within 3 years of conviction or 1 year of release from date of screening
Crimes Against Property	13	Arson-related offenses	All	Further Review
	14	Burglary/Breaking and Entering-related offenses	Felony or Gross misdemeanor	Within 5 years of conviction or 1 year of release from date of screening
	15	Theft, Stolen Property, Fraud-related offenses	Felony or Gross misdemeanor	Within 3 years of latest conviction or 1 year of release from date of screening
	16	Destruction/Damage/Vandalism of Property offenses	Felony or Gross misdemeanor	Within 3 years of conviction or 1 year of release from date of screening
Crimes Against Society	17	Drug offenses – Possession	Felony or Gross misdemeanor	Within 3 years of latest conviction or 1 year of release from date of screening
	18	Drug offenses - Manufacture, Distribution, or Possession with Intent to Distribute	All	Within 5 years of conviction or 1 year of release from date of screening

	19	Manufacture of Meth		BANNED FOR LIFE
	20	Driving under the influence-related offenses	If two or more convictions	Within 3 years of latest conviction or 1 year of release from date of screening
	21	Weapons offenses (other than use of a firearm against a person)	All	Within 3 years of conviction or 1 year of release from date of screening

In addition:

Type	#	Crime Category	Subcategory	Further Review
Multiple offenses	22	Misdemeanor assault, terroristic threats, misdemeanor Domestic Violence, Armed Robbery (aggravated and simple), promoting, soliciting or prostitution, stalking and drug offenses (manufacture, distribution, or possession with intent to distribute	If two or more convictions	If two convictions are within 10 years from date of screening

The Criminal History Screening Criteria grid will be used by eligibility technicians and related MPHA staff who perform criminal background screening. The screening staff may depart from the grid if the staff has grounds to believe that the applicant presents a significant level of risk to the housing community based upon case-specific reasons, despite not having committed a crime falling within the Criminal History Screening Criteria grid. If such grounds exist, the staff will request further review of the applicant's eligibility, in writing, to the Manager or Supervisor of Leasing and Occupancy. Should the Manager or Supervisor of Leasing and Occupancy agree that there is a basis for additional review, the reasoning behind the decision will be documented and management will conduct a review using case specific circumstances as outlined in these guidelines.

(2) Further Review

Applicants who have criminal histories triggering further review will be reviewed by the MPHA Manager or Supervisor of Leasing and Occupancy, or his or her designee. The additional review will consist of an individualized assessment of case specific facts that will assist in determining whether the criminal conduct indicates a demonstrable risk to residents, staff or related person's safety and/or property.

Documents for consideration during further review may include, but are not limited to, the following and/or all other relevant documents, if relevant to the applicant's case:

- Letters from probation/parole officers, case workers, counselors, or therapists;
- Letters from employers, community organizations, or teachers;

- Certificates of treatment completion that is relevant to the conduct giving rise to the conviction (for example, domestic abuse/batterer's intervention, anger management, drug and alcohol treatment, behavioral therapy);
- Documents of proof of employment and/or completion of training.

When MPHA determines that further review is required, the applicant will be notified in writing and will be sent a copy of the criminal record relied upon, and the time frame to submit favorable information. The applicant will have the opportunity to dispute the accuracy of the conviction information before adverse action is taken based on a criminal conviction record in accordance with the law.

MPHA will review any relevant information the applicant gives to MPHA within the time period allowed for submission. MPHA will give consideration to the nature, recency and seriousness of the offense, rehabilitation if any, community support, and employment history.

Following review, the applicant will be notified of MPHA's decision. If MPHA denies admission, MPHA will notify the applicant in writing of the right to contest the decision. An applicant who is denied admission will have the opportunity to request an Informal Hearing to contest the denial, as outlined in the Requirements for Admission.
